



Department of Revenue Administration  
DIRECTOR OF COLLECTIONS  
Position #9U526

\$55,822.00 – 74,060.00

The NH Dept. Of Revenue Administration, 109 Pleasant St., Concord, currently has a full time position in the Concord office for Director of Collections. The responsibility of the Department of Revenue Administration Collections Division is to initiate collection activities in pursuit of delinquent tax returns and payments for all taxes administered by the Department. Pursuant to 21-J. The division director is responsible for managing the collection of all outstanding taxes owed to the state which are within the Department's jurisdiction, and to secure all delinquent returns required to be filed with the State by any taxpayer. The successful candidate will perform varied duties such as direct the operation of the Collection Division to include planning, developing, revising, and implementing agency objectives in order to provide effective and efficient tax collection and compliance, analyze work flow and implement modifications to improve efficiency and to promote cross-training and mobility of staff resources, Additional responsibilities include: Present evidence to the Commissioner of Revenue, Department Hearing Officer, Board of Tax and Land Appeals, or courts in cases where aggrieved taxpayers appeal an assessment; Ensure adherence to State law and Department rules and policies and analyzes proposed State legislation; testifies before legislative committees regarding tax legislation; oversees accounting for tax payments, and analyzes related reports to ensure accuracy and integrity of accounting entries; conducts revenue analysis, assists with forecasting current revenues, and develops forecast for delinquent revenues.

**MINIMUM QUALIFICATIONS:**

Any combination of education, experience, and training equivalent to:

Graduation from an accredited four-year college or university with a bachelor's degree in finance, public administration, business administration, or a related field with coursework in accounting and quantitative analysis; PLUS Five years of increasingly responsible professional financial or local/state tax administration experience, including three years of experience supervising professional and support staff.

**LICENSE/CERTIFICATION:** Possession of a valid driver's license and/or have access to transportation for travel within the state.

Submit resume to Dept of Revenue Administration, PO Box 457, Concord, N.H. 03301. Questions in regards to this position contact Kathryn Stillings, HR Coordinator, (603) 271-2193.